

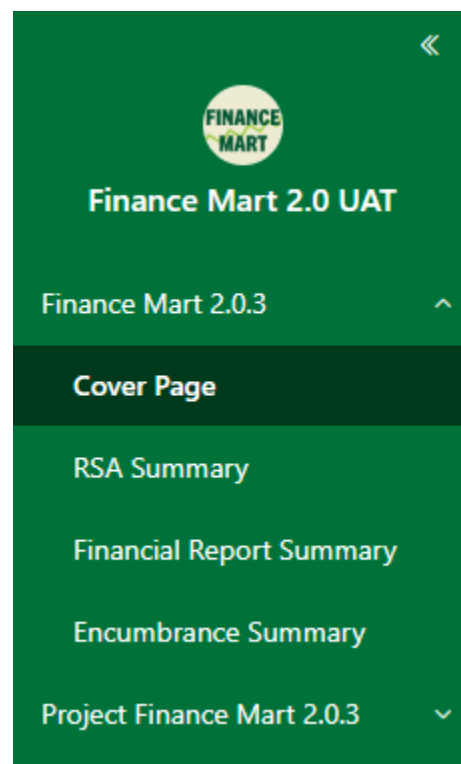
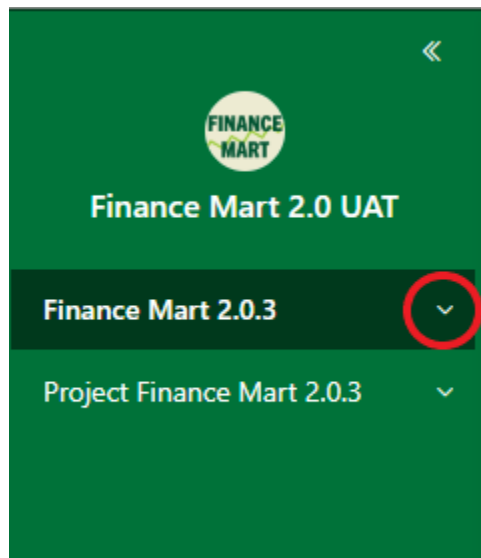
PowerBI - Finance Mart 2.0

Introduction

USF Financial Analytics Standard Reporting will be replacing Finance Mart as the University of South Florida's Official Reporting System. The reports should be used for departmental reconciliation and for reporting within a college, department, or unit. Standard business reports are available including RSA (budget report), Financial Summary Report (revenue and expense reports), Balance Sheet Report and Encumbrance Report. They are offered in both summary and detail format.

Navigation

The Cover Page is the launch page for Finance Mart 2.0. This page has buttons, dropdowns, and slicers. First, select the desired report, click the down arrow, and select the cover page.



The Cover Page will update to show the correct chartfield selection screen

Finance Mart Slicers



Finance Mart 2.0



Fiscal Year All	College Area All	Department 021100 - BUDGET AND FINANCIAL ...	Product All
Periods All	Operating Unit All	Fund All	Initiative All
Chartfields All			Clear all slicers

[Help Document](#)

Projects & Grants Slicers



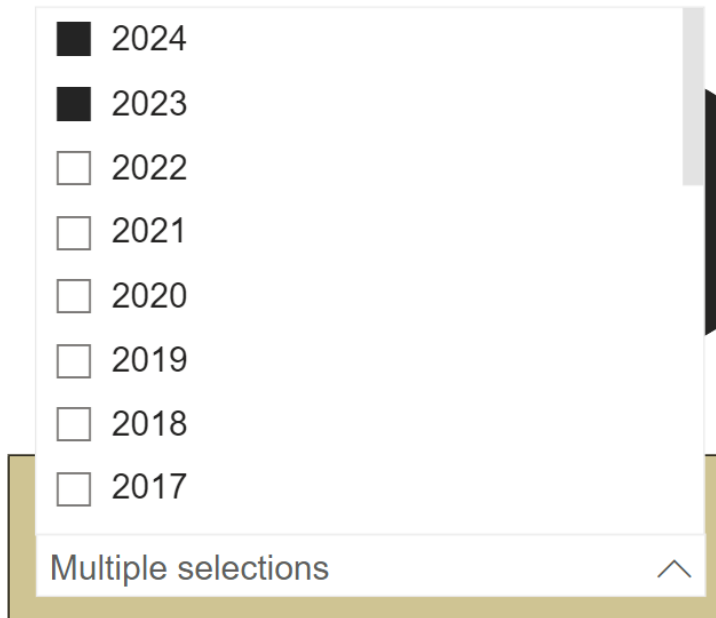
Finance Mart 2.0



Fiscal Year All	Periods All	College Area All	Department All	Product All
Project All		Operating Unit All	Fund All	Initiative All
Chartfields All			ActivityID All	Clear all slicers

[Help Document](#)

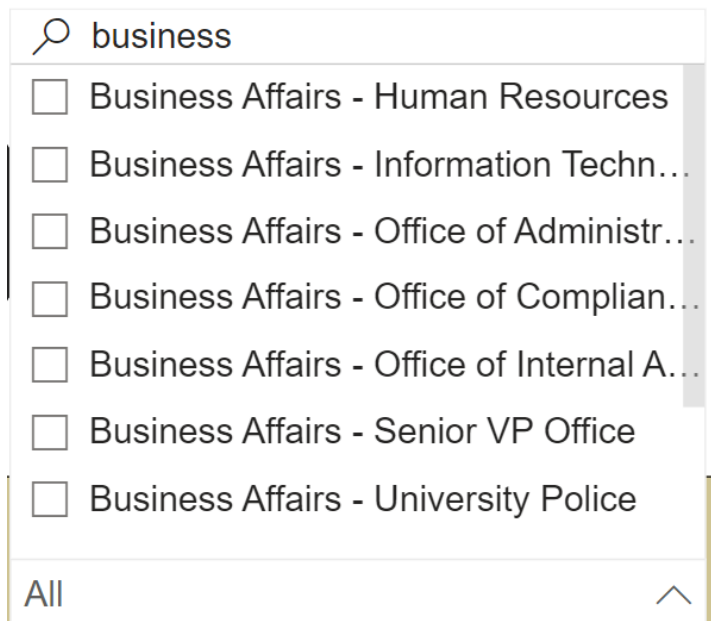
Next, select the correct values from the drop-down lists. Use Control+Click to select multiple values.



- ☒ 2024
- ☒ 2023
- ☐ 2022
- ☐ 2021
- ☐ 2020
- ☐ 2019
- ☐ 2018
- ☐ 2017

Multiple selections ^

The search box on each field can be used to quickly find values.

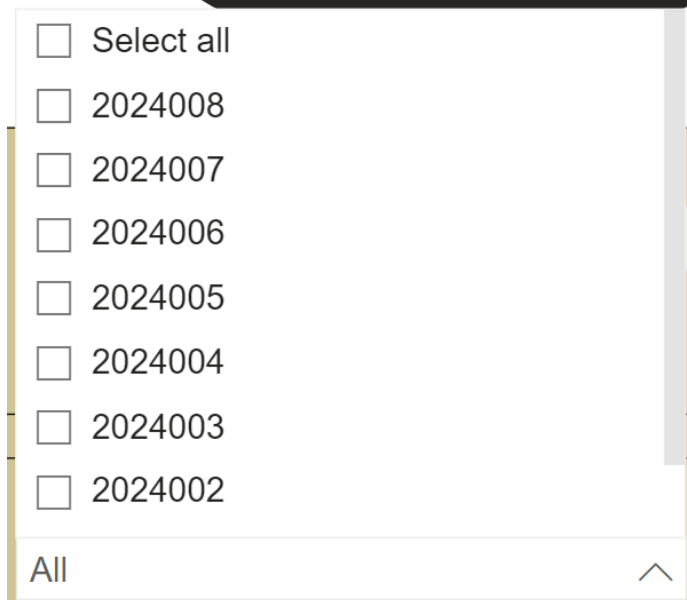


business

- ☐ Business Affairs - Human Resources
- ☐ Business Affairs - Information Techn...
- ☐ Business Affairs - Office of Administr...
- ☐ Business Affairs - Office of Complian...
- ☐ Business Affairs - Office of Internal A...
- ☐ Business Affairs - Senior VP Office
- ☐ Business Affairs - University Police

All ^

Reporting Period shows the fiscal year and period.

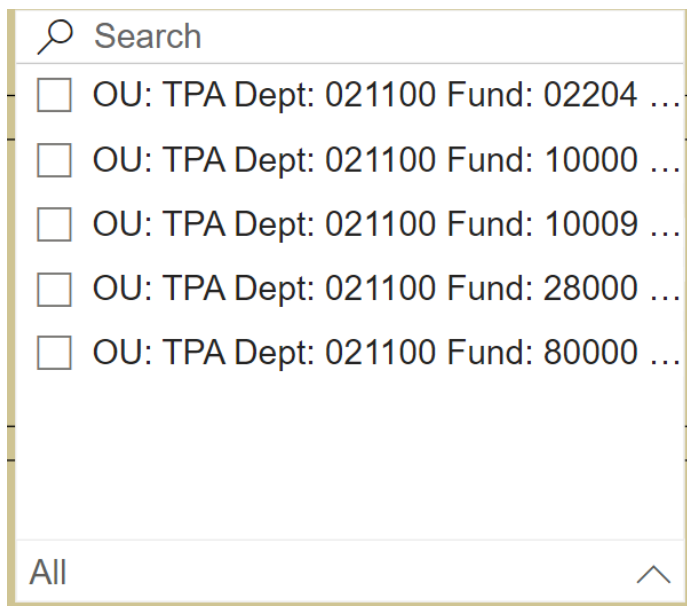


A vertical list of checkboxes for selecting a reporting period. The options are: 'Select all', '2024008', '2024007', '2024006', '2024005', '2024004', '2024003', and '2024002'. At the bottom, there is a bar with the word 'All' on the left and an upward-pointing arrow on the right.

<input type="checkbox"/>	Select all
<input type="checkbox"/>	2024008
<input type="checkbox"/>	2024007
<input type="checkbox"/>	2024006
<input type="checkbox"/>	2024005
<input type="checkbox"/>	2024004
<input type="checkbox"/>	2024003
<input type="checkbox"/>	2024002

All ^

Click on the Chartfields slicer to see all of the chartfields available based on the selected values.



A vertical list of checkboxes for selecting chartfields. The top section has a search icon and the word 'Search'. Below are five options: 'OU: TPA Dept: 021100 Fund: 02204 ...', 'OU: TPA Dept: 021100 Fund: 10000 ...', 'OU: TPA Dept: 021100 Fund: 10009 ...', 'OU: TPA Dept: 021100 Fund: 28000 ...', and 'OU: TPA Dept: 021100 Fund: 80000 ...'. At the bottom, there is a bar with the word 'All' on the left and an upward-pointing arrow on the right.

Search	
<input type="checkbox"/>	OU: TPA Dept: 021100 Fund: 02204 ...
<input type="checkbox"/>	OU: TPA Dept: 021100 Fund: 10000 ...
<input type="checkbox"/>	OU: TPA Dept: 021100 Fund: 10009 ...
<input type="checkbox"/>	OU: TPA Dept: 021100 Fund: 28000 ...
<input type="checkbox"/>	OU: TPA Dept: 021100 Fund: 80000 ...

All ^

After all chartfields have been selected, click on the desired report.

Cover Page

RSA Summary

Financial Report Summary

Encumbrance Summary

Fiscal Year 2024	College Area Business Affairs - VP Business and F...	Department 021100 - BUDGET AND FINANCIAL ...	Product All
Periods All	Operating Unit All	Fund All	Initiative All
Chartfields OU: TPA Dept: 021100 Fund: 02204 Product: 000000 Initiative: 0000000			<div>Clear all slicers</div>

YTD RSA Summary Report

The YTD RSA Summary Report displays data fields that relate to budget. It shows the RSA available for the selected chartfields.



Chartfields	BudgetAmount	Encumbrance	PendingActuals	ActualAmount	RSA	RSA %
OU: TPA Dept: 021100 Fund: 02204 Product: 000000 Initiative: 0000000	\$160,000.00	\$0.00	\$0.00	\$165,952.50	(\$5,952.50)	-3.72%
Total	\$160,000.00	\$0.00	\$0.00	\$165,952.50	(\$5,952.50)	-3.72%

Click on the split down arrow to drill down a level.



Chartfields	BudgetAmount	Encumbrance	PendingActuals	ActualAmount	RSA	RSA %
OU: TPA Dept: 021100 Fund: 02204 Product: 000000 Initiative: 0000000						
88400 - COMPUTER RELATED - MATERIAL, S	\$159,000.00	\$0.00	\$0.00	\$152,250.00	\$6,750.00	4.25%
88801 - ADMINISTRATIVE ASSESSMENT	\$1,000.00	\$0.00	\$0.00	\$13,702.50	(\$12,702.50)	-1270.25%
Total	\$160,000.00	\$0.00	\$0.00	\$165,952.50	(\$5,952.50)	-3.72%
Total	\$160,000.00	\$0.00	\$0.00	\$165,952.50	(\$5,952.50)	-3.72%



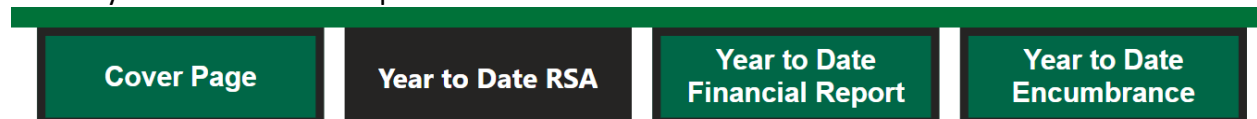
The button can be used again to drill down further.



Chartfields	BudgetAmount	Encumbrance	PendingActuals	ActualAmount	RSA	RSA %
OU: TPA Dept: 021100 Fund: 02204 Product: 000000 Initiative: 0000000						
88400 - COMPUTER RELATED - MATERIAL, S						
88400 - COMPUTER RELATED - MATERIAL, S	\$159,000.00	\$0.00	\$0.00	\$0.00	\$159,000.00	100.00%
52541 - SOFTWARE MAINTENANCE	\$0.00	\$0.00	\$0.00	\$152,250.00	(\$152,250.00)	
Total	\$159,000.00	\$0.00	\$0.00	\$152,250.00	\$6,750.00	4.25%
88801 - ADMINISTRATIVE ASSESSMENT						
88801 - ADMINISTRATIVE ASSESSMENT	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%
75900 - Auxiliary Overhead Expense	\$0.00	\$0.00	\$0.00	\$9,135.00	(\$9,135.00)	
75910 - Univ Realloc Assess Expense	\$0.00	\$0.00	\$0.00	\$4,567.50	(\$4,567.50)	
Total	\$1,000.00	\$0.00	\$0.00	\$13,702.50	(\$12,702.50)	-1270.25%
Total	\$160,000.00	\$0.00	\$0.00	\$165,952.50	(\$5,952.50)	-3.72%
Total	\$160,000.00	\$0.00	\$0.00	\$165,952.50	(\$5,952.50)	-3.72%



You may select a different report that will continue to utilize the selected chartfields.



Click on the Filters Panel to update the chartfields if needed.

Click to open the Filters Panel.



To start a fresh report, click on the Clear Slicers button.

Clear all slicers